



**Superior Court of California
County of San Bernardino**

**Court Purchasing Department
172 West Third Street, 2th Floor
San Bernardino, CA 92415**

Request for Bids

Court Copier Rentals and Service

**BID 09-03
Due Date January 6, 2009
Time: 10:00 a.m.**

No late bids will be accepted

Go to web address to download bid document

<http://www.sbcounty.gov/courts/>

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NOTICE TO BIDDERS

Agency: Superior Court of California, County of San Bernardino
Executive Office

RFP Due
Date: January 6, 2009 **Time:** 10:00 am

Project: Copier Rental and Service

**Submission
Of Bids:**

Bids must be submitted in a sealed envelope and clearly marked on the outside of envelope with: *bid number, due date and project title*. **No late bids will be accepted. It is the responsibility of bidder to assure their bid is received at the location indicated in the Purchasing Service Unit. Addendums may be posted on Court website. It is the responsibility of bidders to verify addendums prior to bidding.** All proposals must be delivered via U.S. Mail, common carrier, or hand delivery. Proposals will be date and time stamped. Any late bids will be unopened and returned to bidder. The Court shall not be responsible for any delays in mail or by common carriers or missed delivery.

Attachments: Bid Price Sheet – Attachments (1- 13)

Submit Bid To: Superior Court of California, County of San Bernardino
Purchasing Department
172 West Third Street, 2nd Floor
San Bernardino, CA 92415

Contact: Steve Records, Purchasing Manager. Phone # 909-387-6794

DEFINITIONS:

- 1.1 "COURT" shall mean the Superior Court of California, of San Bernardino and Riverside County
- 1.2 "PROPOSAL or Bidder" shall mean the response to this Request for Bids and is interchangeable with Quote and Bid.
- 1.3 "OFFEROR" shall mean any person, firm, partnership, or corporation submitting a proposal to the Court in response to this solicitation.
- 1.4 "CONTRACTOR" shall mean the offeror whose proposal is accepted by the Court and who has entered into an agreement with the Court to provide the products/services described herein.
- 1.5 "VENDOR" shall mean the same, as contractor, bidder or offeror and all terms are interchangeable.
- 1.6 "CONTRACT" shall mean document executed upon acceptance of bidders offer including terms and conditions incorporated in the bid/proposal.

Bid Opening

Bidders may be present at bid the opening. No decision on award will be made at that time. Bidders unable to make the bid opening may make an appointment with the Courts Purchasing Manager to inspect bids at a later date.

Section 1

Summary

1.0 AGENCY

Superior Court of Californian County of San Bernardino.

1.1 Background Summary

The Court is seeking a qualified vendor to provide copier rentals and service at court locations in the County. Currently rental term is 36 months. At end of term date vendor to provide new copier model upgrade under the terms and conditions of this agreement. Selected vendor shall not be responsible for removing old existing copier unless the unit was installed by them. The Court will only consider Konica/Minolta brand for standardization.

1.2 Calendar of Events:

Event	Date
Release of Bid	December 9, 2008
Bid Closing Date	January 6, 2009
Evaluation of Bids	January 6-15, 2009
Notice of Award	January 15-30, 2009
Project Planning Meeting with Purchasing and Accounting Dept.	TBD
Issue of Purchase Orders	Copier Expiration Date

** Dates are subject to change*

Section 2

2.0 Instructions on Submitting Proposal

Vendors shall conform to all instructions and conditions as specified in the proposal document. Bids must be submitted on Court bid form. Failure to properly complete the bid document may result in bid being rejected. Bid documents may be accessed through the Court's Website: www.sbcounty.gov/courts/

2.1 Disposition of Material and Confidential or Proprietary Information

All materials submitted in response to the solicitation document will become the property of the Court and will be returned only at the Court's option and at the expense of the vendor submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the vendor's proposal as it may be made available to the public.

2.2 Proposal Preparation Costs

Vendors submitting proposals do so entirely at their expense. There is no express or implied obligation by the Court to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by the Court, participating in any selection interviews or product demonstrations, or participating in this procurement.

The pre-proposal conference is mandatory; prospective bidders are required to attend. Proposals from vendors who did not attend the pre-proposal conference will not be accepted and will be returned unopened

2.3 Request for Clarifications or Modifications

Questions related to the RFP processes and contract matters submit to the **Purchasing Manager**.

2.4 Ambiguity, Discrepancies, Omissions

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide in writing and send to the court contact person specifically those items. It will be up to the Court to determine if any changes will be made resulting from this request. If prior to the date fixed for submission of proposals a vendor submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the Court of the error, the vendor shall propose at its own risk, and if the vendor is awarded the contract, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

2.5 Contacts with Court

Vendors are specifically directed NOT to contact any Court personnel or consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award of a contract. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the vendor's response.

2.6 **Public Records**

Even though the Public Records Act (PRA) does not apply to the Court, the Court's policy is to look to the PRA for guidance in responding to requests for documents. If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a written request for public documents. If the Court does not consider such material to be exempt from disclosure under the PRA, the material may be made available to the public, regardless of the notation or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal because such information may be disclosed to the public.

Section 3

3.0 **Error in Submitted Proposals**

If an error is discovered in a vendor's proposal, the Court may at its sole option retain the proposal and allow the proposer to submit certain corrections. The Court may, at its sole option, allow the proposer to correct obvious clerical errors. In determining if a correction will be allowed, the Court will consider the conformance of the proposal to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

3.1 **Authorized Signatures, Validity Period of Proposals**

Proposals must include the vendor name, address, telephone and facsimile numbers, and federal tax identification number. The proposal must be signed by a duly authorized officer or employee of the vendor and include the name, title, address, and telephone number of the individual who is the proposer's designated representative.

3.2 **Mistake in Proposal**

If prior to a contract award, a proposer discovers a mistake in their proposal that renders the proposer unwilling to perform under any resulting contract, the proposer must immediately notify the court in writing and request to withdraw the proposal. It shall be solely within the Court's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the Court may consider permitting withdrawal of specific line item(s) or combination of items.

3.3 **Validation of Proposals:**

Proposals will be valid for sixty (60) days after the Proposal Due Date. In the event a final contract has not been awarded the Court reserves the right to negotiate extensions to the Proposal Validity Date.

3.4 Knowledge of Requirements

The vendor shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the proposer's sole risk.

3.5 Gratuities Prohibited

Proposer warrants by signing its proposal that no gratuities, in the form of entertainment, gifts, or otherwise, were offered by the proposer or any agent, director, or representative of the proposer, to any officer, official, agent, or employee of any Court with a view toward securing award of or securing favorable treatment with respect to any determinations concerning the performance of any resulting contract. For breach or violation of this warranty, the Court will have the right to terminate any resulting contract in whole or in part. The right and remedies of the Court provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under the resulting contract.

Section 4

4.0 Evaluation Process:

The Court will conduct a comprehensive evaluation of proposals submitted. Proposals will be reviewed and evaluated by a committee of Court personnel. The names of the individual members will not be made available to any vendor.

4.1 Evaluation Steps

The Evaluation Committee will review and screen proposals submitted that are responsive and meet the minimum qualifications set forth in this RFP for further consideration. If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected.

4.2 Evaluation Criteria

Evaluation Criteria
Responsive Bid conforming to bid instructions
Monthly Rental Cost
Vendors ability to perform the scope of service
Meeting all terms of agreement
Minimum qualifications
Option bid pricing on unlimited copy usage
Vendors invoicing and billing
Service and Support

4.3 Reservation of Rights

The Court, in its complete discretion, may eliminate proposals that have not met the minimum qualifications, or have not scored adequately in relation to other proposals to warrant further consideration. The Court reserves the right to reject any or all proposals, in whole or in part, and may or may not waive any immaterial deviation or defect in a proposal. The Court reserves the right to negotiate with proposers who have presented the best proposal in an attempt to reach a contract. the Court can negotiate with other proposers or make no award under this RFP. At any time the Court can reject all proposals and make no award under this RFP. The Court reserves the right to meet with vendors to gather additional information. Proposals that contain false or misleading statements may be rejected if in the Court's opinion the information was intended to mislead the Court regarding a requirement of the solicitation document.

4.4 Requests for Additional Information

The Court reserves the right to seek clarification or additional information from any proposer throughout the solicitation process.

Section 5 Bid Protest Procedure

5.0 Protest Procedures

Failure to comply with the protest procedures set forth in this RFP will render a protest inadequate and untimely, and will result in rejection of the protest. In no event shall a protest be considered if all submittals are rejected or after a contract has been executed.

5.1 Prior to Submission of Proposal

An interested party that is an actual or prospective proposer with a direct economic interest in the procurement may file a protest based on allegedly restrictive or defective specifications or other improprieties in the solicitation process that are apparent, or should have been reasonably discovered prior to the submission of a proposal. Such protest must be received three (3) business days prior to the Proposal Closing Time.

The protestor will have exhausted all administrative remedies specified in Request for Clarification or Modifications, Ambiguity, Discrepancies, Omissions; RFP Addenda; and this Section as applicable, prior to submitting the protest. Failure to do so may be grounds for denying the protest.

5.2 After Award

A vendor submitting a proposal may protest the award based on allegations of improprieties occurring during the proposal evaluation or award period if it meets all of the following conditions:

- a. The vendor has submitted a proposal that it believes to be responsive to the solicitation document.
- b. The vendor believes that its proposal meets the administrative and technical requirements of the solicitation, proposes items and/or services of proven quality and performance, and offers a competitive cost.

Such protests must be received no later than five (5) business days after the protesting party receives a notice of no-award letter.

5.3 **Form of Protest**

A vendor who is qualified to protest should submit the protest to the individual listed in the Submission of Proposal section of this RFP who will forward the matter to the appropriate Contracting Officer.

- a. The protest must be in writing and sent by certified or registered mail or delivered personally to the address noted above.

The Court, at its discretion, may make a decision regarding the protest without requesting further information or documents from the protestor. Therefore, the initial protest submittal must include all grounds for the protest and all evidence available at the time the protest is submitted. If the protestor later raises new grounds or evidence that was not included in the initial protest but which could have been raised at that time, the Court will not consider such new grounds or new evidence.

5.4 **Determination of Protest Submitted Prior to Submission of Proposal**

Upon receipt of a timely and proper protest based on allegedly restrictive or defective specifications or other improprieties in the solicitation process that are apparent, or should have been reasonably discovered prior to the submission of a proposal, the Court will provide a written determination to the protestor prior to the Proposal Closing Time. If required, the Court may extend the Proposal Closing Time to allow for a reasonable time to review the protest. If the protesting party elects to appeal the decision, the protesting party will follow the appeals process outlined below and the Court, at its sole discretion, may elect to withhold the contract award until the protest is resolved or denied or proceed with the award and implementation of the contract.

5.5 **Determination of Protest Submitted After Submission of Proposal**

Upon receipt of a timely and proper protest, the Court will investigate the protest and will provide a written response to the vendor within a reasonable time. If the Court requires additional time to review the protest and is not able to provide a response within ten (10) business days, the Court will notify the vendor. If the protesting party elects to appeal the decision, the protesting party will follow the appeals process outlined below and the Court, at its sole discretion, may elect to withhold the contract award until the protest is resolved or denied or proceed with the award and implementation of the contract.

5.6 Appeals Process

The **Deputy Court Executive Officer** decision shall be considered the final action by the Court unless the protesting party thereafter seeks an appeal of the decision by filing a request for appeal with the within five (5) calendar days of the issuance of the decision.

The justification for appeal is limited to:

- A. Facts and/or information related to the protest, as previously submitted, that were not available at the time the protest was originally submitted; or
- B. The Contracting Officer's decision contained errors of fact, and that such errors of fact were significant and material factors in the Contracting Officer's decision;

Upon receipt of a request for appeal, the **Deputy Court Executive Officer** will review the request and the decision of the Contracting Officer and shall issue a final determination. The decision of the **Deputy Court Executive Officer** shall constitute the Court's final action.

5.7 Protest Remedies

If the protest is upheld, the Court will consider all circumstances surrounding the procurement in its decision for a fair and reasonable remedy, including the seriousness of the procurement deficiency, the degree of prejudice to the protesting party or to the integrity of the competitive procurement system, the good faith efforts of the parties, the extent of performance, the cost to the Court, the urgency of the procurement, and the impact of the recommendation(s). The Court may recommend any combination of the following remedies:

- a. Terminate the contract for convenience;
- c. Issue a new solicitation;
- d. Refrain from exercising options to extend the term under the contract, if applicable;
- e. Award a contract consistent with statute or regulation; or
- f. Other such remedies as may be required to promote compliance.

6.0 INDEMNITY

CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS EACH THE COURT AND THEIR OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS AND EXPENSES (INCLUDING ATTORNEYS' FEES) ARISING OUT OF OR RESULTING IN ANY WAY FROM ANY DEFECT, WHETHER LATENT OR PATENT, IN THE GOODS OR SERVICES PURCHASED HEREUNDER OR FROM ANY ACT OR OMISSION OF CONTRACTOR, ITS AGENTS OR EMPLOYEES, INDEPENDENT CONTRACTORS OR SUBCONTRACTORS. THIS INDEMNIFICATION SHALL BE IN ADDITION TO ANY WARRANTY OR OTHER OBLIGATIONS OF CONTRACTOR AND SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM, DAMAGE, LOSS, LIABILITY, COST OR EXPENSES IS BASED ON BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY. THE INDEMNITY SHALL SURVIVE DELIVERY AND ACCEPTANCE OF GOODS OR SERVICES.

6.1 INSURANCE

Contractor agrees, to maintain adequate insurance to cover any public liability, property damage and/or automobile liability for any damage incurred with Contractor's performance of any work on or about the premises or third-party premises to which the goods and services are to be delivered as indicated on the Purchase Order. Contractor shall maintain proper Workers' Compensation Insurance covering all employees performing under this Master Agreement.

6.2 RISK OF LOSS

Contractor shall bear the risk of loss or damage to the ordered goods until Contractor delivers the goods to the delivery address.

6.3 INSPECTION AND ACCEPTANCE

Notwithstanding any prior inspection or payments, all goods and services delivered hereunder shall be subject to final inspection and acceptance or rejection by the Court within thirty (30) days after delivery.

6.4 REPLACEMENT RETURN POLICY

Contractor will arrange for the return of all mis-ordered, mis-shipped, returned, or damaged items at no cost to the Purchasing Group member. There will be no restocking fee for returns of items that are damaged or shipped by the Contractor in error. Any paper found defective will be returned to the Contractor at Contractor's expense and replaced free of charge. Contractor shall supply pre-paid mailing labels, or shall pick up defective paper at Courts Location.

6.5 INVOICES and PAYMENT

The Court shall have no obligation to pay for any item until one (1) original invoice for the item is received at the address shown on the Purchase Order. Payment is due Net 30, unless otherwise indicated on the Purchase Order. Each invoice shall include the Purchase Order number, vendors name and address product description, quantity, per unit amount charged, extended price; and applicable taxes.

6.6 AGREEMENT MADE IN CALIFORNIA; VENUE

The formation, interpretation and performance of this Master Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provision. Venue for all litigation relative to the formation, interpretation and performance of this Master Agreement shall be in the City and County of San Bernardino.

6.7 SIGNATURE AUTHORITY

The parties signing this Master Agreement certify that they have proper authorization to do

TERMS AND CONDITIONS

In consideration of the mutual agreement, terms and conditions set forth below, the parties hereby agree as follows:

1.0 PURPOSE

Master Agreement for copier rentals and services set forth under all terms and conditions in this bid document. These terms and conditions are incorporated into this agreement.

The Court reserves the right to purchase copier machines or copier rental on the open market if in the best interest of the Court.

1.1 ASSIGNMENT

Neither party shall assign this Agreement, either in whole or in part, without the prior consent of the other party in the form of a written amendment signed by the Court and Contractor and any assignment without such consent.

1.2 RENTAL TERMS

Copier rental term shall be 36 month rental and \$0 down. Property taxes will be responsibility of vendor. Rental to commence upon delivery and installation of new copier. During the 36 month term the Court reserves the right to cancel rental without any penalties.

1.3 MONTHLY RENTAL PRICING

Pricing shall be firm during the 36 months rental. 30 days prior the current copier rental term ending vendor to send written quote for new copier upgrade. Any increase during the term of this agreement shall be negotiated.

1.4 EXCESS COPY CHARGE

Excess monthly copy volume allocation is estimated for that court department copier. Excess copy rate charges are for exceeding the monthly allocation.

1.5 OPTION UNLIMITED COPY USAGE

The Court will give first consideration to vendor that bids option on monthly rental to include unlimited copy usage. The Court will evaluate cost for this option.

1.6 UPGRADE

Vendor to provide new model (upgrade) to replace old existing copier unit. Replacement shall have minimum of same features as old unit. Only Konica/Minolta models will be considered for Courts standardization.

1.7 ORDER PROCESS

Purchase Order Number to be issued and assigned for each copier rental for the 36 month term. Subsequent fiscal year rental amount to be authorized under same Purchase Order Number.

1.8 BILLING AND INVOICING

All invoices and billing shall have correct; **(a)** Purchase Order number **(b)** copier model **(c)** serial number **(d)** Address location **(e)** Vendor Account Number. Monthly billing to be received in the Courts Accounts Payable no later than ten business days from the first of the billing month for each copier.

1.9 TERMINATION

The Court may terminate all or part of this Order for any or no reason at any time by giving notice to Seller. Should Court terminate this Order for convenience, the Court's liability shall be: (a) for standard or off-the-shelf products, a reasonable restocking charge not to exceed ten percent of the purchase price; (b) for custom products, the lesser of (i) a reasonable price for raw materials, components, work in progress, and any finished units on hand, or (ii) the price, set forth in this Order, per finished unit, after giving effect to any discount the Court would otherwise be entitled to. For termination of any separate services specifically ordered, liability shall be the lesser of (a) a reasonable price for the services rendered prior to termination, or (b) the price for the services. If any hourly or other time-based rate for services is specified in this Order, such rate shall be used in determining a reasonable price. Upon receipt of a termination notice, Seller shall, unless otherwise directed, cease work and follow the Court's directions as to work in progress and finished goods.

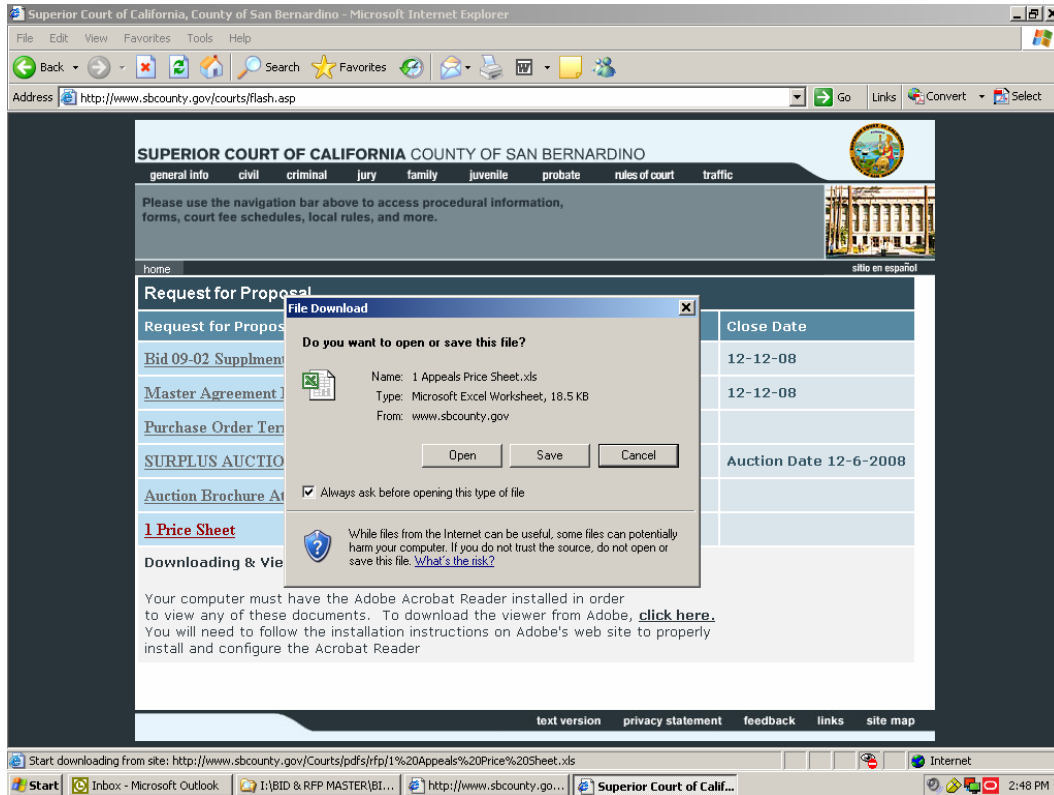
1.10 TERMINATION DUE TO FUND APPROPRIATION AND AVAILABILITY

Court's obligations under this Agreement are subject to the availability of funds authorized for this Work. Expected or actual funding may be withdrawn, reduced, or limited prior to the expiration or other termination of this Agreement. Funding beyond the current Appropriation Year is conditioned upon appropriation of sufficient funds to support the activities described in this Agreement. Upon Notice, Court may terminate this Agreement in whole or in part, without prejudice to any right or remedy of Court, for lack of appropriation of funds. Upon termination, Court will pay Contractor for the fair value of Work satisfactorily performed prior to the termination, not to exceed the total Agreement amount.

2.0 BID PRICE SHEET- INSTRUCTIONS

Bid price sheets for each Court Location must be completed to consider vendors bid. Bidder to provide;
(1) “Monthly Rental Rate” (Do not include tax in monthly rate. Applicable tax will be calculated) **(2) “Excess Charge”** based on Monthly volume **(3) “Price Option Monthly Rental for unlimited copy usage.**

Price sheets are in Excel format. Save document to your system. Upon completing your pricing print document and send with your bid hardcopy. Save your Excel documented completed price sheets.



COPIER RENTAL EXPIRATIONS

Estimated number rental terms expiring for coming years.

Number of copier units	Rental expiration year
35	2009
25	2010
42	2011

Scope of Service

Full Copier Rental Service

- Unlimited service calls including travel
- Delivery and Installation of copier
- Needed toner and developer
- Staples as needed (*for those units having this feature*)
- PM Kits as needed
- All repair parts and components
- Annual preventive maintenance inspection
- Unlimited training to Court Staff on operation of copier
- Facilitate meter reading on units (*each court is responsibility for their meter readings*)

RESPONSE TIME FOR SERVICE

Service calls made are by each court. Calls placed before noon (12:00 *pacific standard time*) vendor to respond to that location on the same business day. Calls received after noon (12:00) shall be next day service.

CUSTOMER SUPPORT

Vendor to designate one contact person for point of contact to resolve any problems. This person will directly contact Court Purchasing Manager.

SITE INSPECTION

Selected vendor may inspect copier locations prior to delivery of new unit. This to be coordinated with the Purchasing Department prior to visiting Court site.

LOANER PROGRAM

The Court may have a need for temporary copier. Vendor to provide a loaner copier and deliver same day during business hours at the request of the court. Cost for loaner to be on monthly basis plus copy charges.

DEFECTIVE EQUIPMENT:

Copier units that have high rate of service calls and not related to operator error shall be replaced with new copier of equal specifications at the request of the Purchasing Manager. Rental term shall continue without interruption.

GENERAL COPIER SPECIFICATIONS:

The intent is to provide same functions and features on new model that existed on old copier to be replaced. Vendor to inspect current model to determine functions and features. General manufactures new models have increased copy speed.

Digital Copier with cabinet	
Automatic Document Feeder	Sorting Capability
Finisher	Multi position stapler
Hole Punch	2 and 3 hole
Automatic Duplex	
Paper Drawers	Total paper = 3,600 sheets (4 drawers)
Paper Drawers	Letter and Legal size
Programmable	Copy functions and user code
Copy Speed	Determined by existing copier to be replaced

**Vendors Qualifications
Minimum Requirements**

Authorized Dealer and Service Center	Konica/Minolta Brands
Number of Service technicians dedicated for repairs and service calls	45 Service Technicians.
Current account with customer servicing copiers.	200 Copier Machines with one account
Maintain Inventory of repair parts	Five years
Number of years in business under current company name	8 years
Invoice and Billing	In-house billing and invoice system.



BID AGREEMENT DOCUMENT

This page must be signed

Bidder Company Name:

Address (Street, City, State, and Zip):

Phone Number:

Fax Number:

E-Mail:

Federal Tax ID:

Persons Name and Title Submitting Bid (signature)

Persons Name and Title (print or type)

Date

Acceptance of Terms

The vendor will be deemed to have accepted such terms, conditions, requirements, except as is expressly called out in the vendor's proposal. If exceptions are taken, vendor must submit in writing and include in their bid submittal indicating modifications or exceptions proposed by the vendor. At the Courts discretion any exception to terms or requirements by vendor, may results in no further consideration by the Court of vendors bid.

The Court may issue purchase order for authorization to proceed with work. Acceptance of purchase order constitutes acceptance of terms and conditions set forth in bid documents.

Vendors Reference / Qualification Form

This form must be completed to consider your bid.

1. Number years in business under current company name

_____ Years Company Location address: _____

2. Number of copier service technicians _____

3. Location service technicians respond from: Address: _____

4. Do you maintain service repairs parts at your local facility. _____ (Yes/No)

Estimated inventory value of repair parts: \$_____ at your facility.

5. Provide three references of customers you currently provide service for more than 100 copiers

Agency name	Contact name	number of copiers
-------------	--------------	-------------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

6. Indicate if you have in-house billing and accounting system. Give location of your billing department and type of system.

Indicate if your company can make some modifications to your existing billing system to accommodate the Courts needs.
